

Instructions on Maintaining Your CM/ECF Account

1. Go to the <https://ecf.mnd.uscourts.gov> website.
2. Use your login and password to log into the ECF system.
3. Click on the **Utilities** menu choice at the top of the main window.
4. Click on the **Maintain Your Account** hyperlink to get to the following screen:

The screenshot shows a web browser window displaying the 'Maintain Your Account' form in the CM/ECF system. The form is titled 'Maintain Your Account' and includes various input fields for user information. The fields are organized into sections: Personal Information (Last name, First name, Middle name, Gender, Title, Home number, Business id, Office, Mail, Address 1, Address 2, Address 3, City, State, Zip, Country, Province, Phone, Fax, Initials, DOB, A/D rule, End date, Email net style, Date sworn, Criminal net style, Status), and Action buttons (Go to Information, Go to User Information, Submit, Cancel). The form is set against a light blue background with a dark blue header bar containing the CM/ECF logo and navigation links (Home, Criminal, Query, Reports, Utilities, Logout).

Changing Your Password

5. Click on the **More User Information** button to change your password. The information is only entered once, so be sure to enter it carefully. Click on the **Return to Account Screen**. If you are done making changes to your account, click on the **Submit** button to save all the changes made in the account maintenance screens, otherwise, continue to the next step to make additional changes. (Note: If you click Submit, you will get a second screen with another Submit button, please press **Submit** again.)

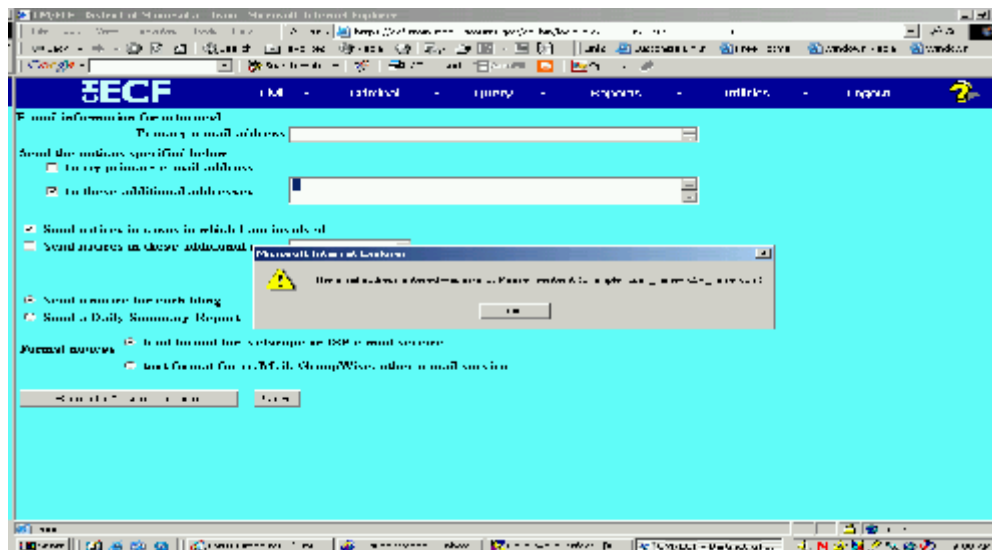
Changing/Updating Your E-mail Addresses

6. Click on the **E-mail Information** button at the bottom of the window to change/update the e-mail addresses to receive the e-mail notifications.
7. The **primary e-mail address** receives a “free peek” hyperlink and is typically the attorney’s direct email.
8. **Send the Notices Specified Below**
 - a. **To my primary email address** - make sure there is a check mark in this box, otherwise, no notices will go to that address.
 - b. **To these additional addresses** - to have “free peek” e-notices for your cases go to additional e-mail addresses, put a check mark in this box, then add up to **two** additional e-mail addresses in the text box provided. The first one of these two who clicks the hyperlink will get a “free peek”. This field sometimes adds an extra space before the name even if you did not add it. (NOTE: These additional addresses will receive exactly what the primary address receives, and the following settings will apply to all email addresses.)

Changing/Updating Your E-mail Notification Preference

9. **Send Notices in Cases in which I am involved** - the system defaults to this option and this box should remain checked. If you remove the check in the box, no notices will be sent to any of the email addresses.
10. **Send Notices in these additional cases** - you can also receive e-notices of filings in cases in which you are NOT involved. If you would like to receive notices for additional cases put a check in the box and list the case numbers in the text box provided. Notices of filings in the cases you listed in this box will go to all the email addresses in your account. These notices will NOT provide a free peak, you will be prompted for your **PACER** login and password and you will be charged \$0.07 per page for viewing the documents, so be sure you have a PACER account.
11. **Send a notice for each filing** - The default option for receiving e-mail notifications is by receiving them individually, which means that each time something is filed in a case in which you are involved, your three email addresses will receive an email; OR
12. **Send a daily summary report** - If you would prefer to receive just one notice a day that summarizes everything filed in your cases that day, click on the radial button for this option. This daily email will provide all the active hyperlinks to the documents filed that day in cases in which you are involved. (NOTE: All three email addresses will receive notices based on the settings you select on this screen.)
13. Click on the **Return to Account Screen** when you are finished.

Tip: If you receive the following error message:



Click on **OK** and delete the extra blank space in the **additional addresses** window.

14. Click on the **Return to Account Screen** again.
15. To save all the changes, click on the **Submit** button at the bottom of the “Maintain User Account Screen. On the next screen, click the **Submit** button. Once your account is finished updating, you will get a summary screen.